

Appendix B

Scope of Work

SCOPE OF SERVICES

**COMPREHENSIVE CULTURAL RESOURCE ASSESSMENT FOR
STANDING STRUCTURES
AGREEMENT 1102, TASK #3**

**US 13 PEDESTRIAN SIDEWALK IMPROVEMENTS,
FROM TOWNSEND BOULDEVARD NORTH TO
COLLEGE ROAD AT DELAWARE STATE UNIVERSITY
DOVER, DELAWARE
State Contract No. 96-690-09**

Prepared for:

**State of Delaware
Department of Transportation**

Prepared by:

**URS Corporation
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March 5, 2003

I. INTRODUCTION AND PROJECT DESCRIPTION

On February 28, 2003, URS Corporation (URS) received a letter from Ms. Therese M. Fulmer, Environmental Studies Manager within the Office of Preconstruction at the Delaware Department of Transportation (DelDOT), requesting a Scope of Services and price proposal to complete a comprehensive cultural resource assessment for the US 13 Safety Project, which will be constructed on US 13 from Townsend Boulevard north to College Road at Delaware State University in Dover, Delaware. Possible improvements described in Ms. Fulmer's correspondence may consist of new sidewalks, existing sidewalk relocations, curbs, ramps, crosswalks, median refuge islands, adding pedestrian signal heads to existing traffic signals, regulatory and warning signage and striping, and traffic calming roadway treatments. The improvements are being proposed to provide a safer travel environment for pedestrians and transit customers.

The following Scope of Services is expected to include the objective of locating, documenting and evaluating historic above-ground resources within or proximate to the project area. Based on information contained in Ms. Fulmer's letter, the purpose of this cultural resource assessment will be to survey all above-ground historic architectural resources within the project's Area of Potential Effects (APE) that are 50 years old or older. These objectives will be carried out with the development of an informed historic context and evaluation criteria, fieldwork, and survey techniques, property-specific research, and application of the historic context and associated evaluation criteria to identify properties eligible for the National Register of Historic Places.

The expected results of this effort include a minimum of 7 historic resources within or proximate to the project area. These resources are expected to include commercial roadside historic property types associated with the development and evolution of US 13. These resources may include commercial property types from the early postwar era (pre 1956) which may not be fully defined within existing statewide and regional context and evaluation information development with the guidance of the Delaware State Historic Preservation Office (DE SHPO). Accordingly, URS assumes that this survey project will include the research and development of new historic context information, property type definitions, and evaluation criteria not included in existing historic contexts.

Using information gathered from the field survey, and from a historic context that will be developed as part of this project, URS will then prepare Determinations of Eligibility (on National Register/National Park Service DOE forms) for all properties appearing to meet the National Register Criteria for Evaluation.

This project will not include services involved with the assessment of effects that the proposed project may have on National Register-eligible properties, nor will it involve detailed coordination with the DE SHPO, other than a review of the project's APE and a unified review (with DelDOT) of the draft report. Likewise, it should be noted that this Scope of Services addresses only above ground historic resources and does not include provisions for archaeological investigations or research.

The following Scope of Services describes the tasks that will be performed for this project. This project will be performed pursuant to Section 106 of the National Historic Preservation Act of 1966, as amended. The work will be performed pursuant to the DE SHPO's *Guidelines for Architectural and Archaeological Surveys in Delaware*, and the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*.

II. SCOPE OF WORK

A. Project Research and SHPO Coordination on Project APE & Preliminary Research Design

A URS Architectural Historian will coordinate with DelDOT to determine the APE to be used in relation to the architectural survey for this project, and informally coordinate the definition of the project APE with the DE SHPO. This APE boundary determination will be based on project information supplied by DelDOT and a visual determination of the extent of the area in which project-related effects on historic properties can reasonably be expected to occur. The APE boundary determination will be guided by the definition of an APE in 36 CFR Part 800 as "that area within which an undertaking may cause changes in the character or use of historic architectural properties within sight distance of a project." The URS Architectural Historian will also informally coordinate with DE SHPO and DelDOT regarding additional historic context information and research design for the project, including additional context, property type, and evaluation material not contained in existing DE SHPO/Cultural Resource Survey (CRS) report information.

Prior to conducting the historic architectural field survey of the project area and developing the historic context, the URS Architectural Historian will visit the offices of the DE SHPO and conduct a search of the DE SHPO files to determine the extent of previous architectural survey work in the vicinity of the proposed improvements to U.S. 13 and to locate any previously identified historic properties in or near the project area that [REDACTED] 1956
Research at the DE SHPO will also include an examination of surveys documenting similar expected property types, and a thorough search of established contexts for similar expected property types. Previously identified historic properties include properties that meet any of the following criteria:

- Listed or determined eligible for listing in the National Register Historic of Places;
- Inventoried in the Delaware CRS;
- Included in cultural resource survey reports on file at the DE SHPO;
- Recorded on any level by the Historic American Buildings Survey (HABS) or the Historic American Engineering Record (HAER); and/or
- Designated in some form by a local historic preservation commission, or private group.

No previously identified properties within the APE are expected (per DelDOT communication with DE SHPO).

Preliminary project information indicates the presence of approximately 7 potentially historic buildings directly adjacent to the U.S. 13 project limits. Other historic standing structures may be located off the road itself, but possibly within view, and therefore potentially within or proximate to

the APE of the proposed project. These additional properties may be related in character, design and context to the 7 potentially historic buildings in the project area. (This number is estimated at a maximum of 5 properties.) For purposes of this scope and budget, a total of 13 potentially historic properties are estimated within, neighboring, or proximate to the project APE, including one potential historic district evaluation in the event such a potential district is identified during fieldwork. This Scope of Services has been prepared using a maximum total of 13 CRS forms to be prepared.

B. Development of Detailed Research Design & Historic Context

The Architectural Historian will undertake the development of a detailed research design and historic context, which will further establish expected property types and evaluation criteria. The research design will be critical in further identifying historic resources and evaluating unique character-defining features of those resources.

A number of existing cultural resource management plans and historic contexts which relate to the project area will be reviewed. The most pertinent are Ames et al.'s Delaware Comprehensive Historic Preservation Plan (1989); Chase, Mulchahey, Ames and Siders' Suburbanization in the Vicinity of Wilmington, Delaware 1880-1950 (1992); and Leedecker et al's Historic Context for Evaluation of Commercial Roadside Architecture (1992). These management plans review the specific history of various cultural resource categories and provide detailed guidelines for the evaluation of resource significance.

Other repositories include, but are not limited to, the Delaware Public Archives, the Morris Library of the University of Delaware, the Hagley Museum, the Delaware State Archives, the Historical Society of Delaware, the Hagley Museum, the Free Library of Philadelphia, and the Library of Congress. Documents to be inspected include historic maps, reports, articles, papers, historic photographs, monographs, and books.

C. Field Survey

The Architectural Historian will visit the site of the proposed undertaking and examine up to a total of 13 properties within and/or near the APE. All resources within the APE, including those that appear to be 50 years old or older, or are otherwise historically or architecturally notable, will be photographed with 35 mm black and white film and mapped.

CRS forms will be completed and/or updated for up to 13 potentially historic properties, including one summary form for a potential historic district as needed, if that is validated through the field survey.

D. Site-Specific Historical Research

In order to develop specific property histories and a narrative property history for the project area, the URS Architectural Historian will conduct general and specific research at a number of local, regional, and university repositories. Inspection of previous cultural resource survey reports, site

forms, and other references will be conducted at DE SHPO. Other repositories may include, but are not limited to, the Kent County Recorder of Deeds, the Delaware Public Archives, the Morris Library of the University of Delaware, the Hagley Museum, the Delaware State Archives, the Historical Society of Delaware, the Hagley Museum, the Free Library of Philadelphia, and the Library of Congress. Documents to be inspected include historic maps, reports, articles, papers, historic photographs, monographs, and books.

E. Report Preparation

Upon completion of the field survey and historical research, the Architectural Historian will prepare an Architectural Survey Report in accordance with the DE SHPO's *Guidelines for Architectural and Archaeological Surveys in Delaware*. The report will include one or more historical and architectural contexts for the project area; historic and contemporary maps locating the project area and its resources; 35 mm photographs of all non-historic and historic properties and any additional resources which are 50 years old or older, or are otherwise historically or architecturally notable; and National Register eligibility assessments of all historic architectural resources which appear to be potentially eligible for National Register listing.

URS will provide two copies of its draft report to DelDOT. One copy of the report will be reviewed by DelDOT, and one copy will be reviewed by the DE SHPO. URS assumes receipt of one set of unified, written comprehensive comments on its draft report from both DelDOT and DE SHPO regarding the draft report, and that these comments will be technical, rather than substantive, in nature. URS assumes receipt of comments within 4 weeks of receipt by DelDOT and the DE SHPO.

III. SCHEDULE & DELIVERABLES

Schedule

Brief project progress summaries will be prepared and will accompany each project invoice. Background research will begin within 2 weeks of receiving the notice to proceed. Initial coordination with the DE SHPO, SHPO site file research, the field survey, and historical research at state and local repositories will take 7 weeks to complete. The report preparation will extend for a period of 6 weeks after the historical research has been completed. Five copies of a draft report will be submitted to DelDOT for review no later than 12 weeks from the date of notice to proceed. Once comments are received on the draft, 4 bound photo-quality copies, 1 unbound, camera-ready original, and 1 electronic copy will be submitted to DelDOT within 3 weeks of receipt of comments.

Deliverables

- Up to 13 CRS inventory forms, maps, accompanying photographs, negatives, etc.
- Up to 5 National Register Determination of Eligibility forms
- 2 copies of draft report
- Final report (4 bound photo-quality copies and 1 unbound, camera-ready original, and 1 electronic copy of report)

IV. Project Personnel

Mark R. Edwards, National Capital Area Cultural Resources Group Manager, will serve as Principal Investigator for this project. In this capacity, Mr. Edwards will be responsible for managing the background research and report preparation on all above-ground resources.

Jeffrey Durbin, Senior Architectural Historian, will supervise and peer review background research, historic context, fieldwork, evaluation and will coordinate report preparation.

Caleb Christopher, Architectural Historian, will conduct background research, fieldwork, and prepare the historic context portion of the report.

MRE: me/cc 3/05/03

Budget – State Contract No. 96-690-09**Comprehensive Cultural Resource Assessment****U.S 13 Pedestrian Sidewalk Improvements, from Townsend Boulevard north to College Road at Delaware State University, Dover, DE**

- ASSUMPTIONS:**
1. The total number of potentially historic properties to be examined will not exceed 13.
 2. The total number of properties developed to full Determination of Eligibility documentation level is estimated not to exceed 5 properties. If the number of properties exceeds this number, then a modification to the scope of services will be required, and will be requested.
 3. The consultant assumes hours allocated for research and development of historic context information and property types not fully defined in existing DE SHPO contexts
 4. URS assumes one set of unified, written comprehensive comments from both DelDOT and DE SHPO. Any additional individual or unified comments received over-and-above the single set of comments noted above, will also require a modification.

| Task | Project Manager Hours | Senior Architectural Historian Hours | Architectural Historian Hours | Graphics Hours | Document Production |
|---|-----------------------|--------------------------------------|-------------------------------|----------------|---------------------|
| Prepare Scope of Services and project budget. | 3 | 4 | | | |
| Meet with Del DOT and DE SHPO to discuss APE boundaries. (Includes travel time.) | | 12 | 12 | | |
| Develop context and research design; research existing context information, conduct research to develop additional historic context information. | | 8 | 40 | | |
| Conduct intensive-level field survey to photograph and examine condition and integrity of potentially historic properties in project area. | | 8 | 48 | | |
| Conduct specific historical research (including deed research) on individual properties and region at local repositories, and more detailed research on up to 4 DOE properties. | | 8 | 40 | | |
| Prepare draft report, including historic context, CRS forms, and discussion of historic district potential within APE, and | 12 | 80 | 48 | 10 | 8 |

| | | | | | |
|---|----------|-----------|-----------|----------|--------------------|
| Determinations of Eligibility. Peer review draft report. | | | | | |
| Respond to unified comments received from DeIDOT and DESHPO; revise final report. | 4 | 20 | 32 | 6 | 6 |
| Total Hours | 19 | 140 | 220 | 16 | 14 |
| Hourly Rate | \$43.20 | \$24.60 | \$19.14 | \$21.53 | \$14.18 |
| Total | \$820.80 | \$3444.00 | \$4210.80 | \$344.48 | \$198.52 |
| Total Direct Labor | | | | | \$9,018.60 |
| Overhead (123%) | | | | | \$11,092.88 |
| SUBTOTAL | | | | | \$20,111.48 |
| Profit (12%) | | | | | \$2,413.38 |
| LABOR GRAND TOTAL | | | | | \$22,524.86 |

Other Direct Costs (ODCs)

| | |
|---|-----------|
| Hotel for Architectural Historian for six nights @ \$65 per night | \$ 390.00 |
| Meals (1 person @ \$20 per day for 7 days) | \$ 140.00 |
| Mileage (700 miles @ \$0.36/mile) | \$ 252.00 |
| Parking and tolls | \$ 50.00 |
| Photocopying costs (approximately 200 copies @ \$.25 per page) | \$ 50.00 |
| Photography | |
| • Black and white film (10 rolls, 36 exposure, @ \$8.00/roll) | \$ 80.00 |
| • Processing and contact prints (10 rolls @ \$10.00/roll) | \$ 100.00 |
| • 3 by 5" prints (5 DOE properties, 8 prints/property, total of 40 prints @ \$9.00/print) | \$ 360.00 |
| • Slide film (4 rolls, 36 exposure, @ \$7.80/roll) | \$ 31.20 |
| • Slide film processing (6 rolls @ \$8.78/roll) | \$ 35.12 |
| Acid free photo and negative holders | \$ 75.00 |

Total Direct Costs: **\$ 1,563.32**

SUMMARY OF COSTS

| | |
|----------------------------|--------------------|
| Direct Labor Total: | \$ 9,018.60 |
| Overhead (123%) | \$11,092.88 |
| Profit (12%) | \$ 2,413.38 |
| Direct Costs | \$ 1,563.32 |

GRAND TOTAL: **\$24,088.18**